

Software Quality Assurance Plan (SQAP) Assessment Checklist

Date(s) of Assessment: _____ Project: _____
 Assessor(s): _____ Document Examined: _____

		Y, N, NA	F, O	Comments
DOCUMENT STANDARDS COMPLIANCE				
1	Have standards/guidelines been identified to define the work product?			
2	Does the work product format conform to the specified standard/guideline (i.e., Template)?			
3	Were any deviations or waivers granted? (Please explain the extent of the deviation or waiver as an observation)			
4	Has project specific criteria been added?			
5	Have the following areas been addressed completely?			
5a	Approval authority?			
5b	Revision approval?			
5c	Revision control?			
6	Was this assessment conducted as scheduled?			
7	Were resources available to perform this assessment as planned?			
8	Have all U.S. export laws as contained in the International Traffic in Arms Regulations (ITAR) been clearly stated? (if applicable?)			
TECHNICAL REFERENCE				
9	Is there evidence that the work product was reviewed by all stakeholders?			
10	Have acceptance criteria been established for the work product?			
11	Does the work product have a clearly defined purpose and scope?			
12	Are references to policies, directives, procedures, standards, and terminology provided?			
13	Does the work product identify any and all constraints/limitations?			

Software Quality Assurance Plan (SQAP) Assessment Checklist

		Y, N, NA	F, O	Comments
14	Is a draft scheduled for completion by the end of the requirements phase?			
PURPOSE				
15	Does the plan contain a purpose and scope?			
16	Does the purpose specify what software items are covered by the plan?			
17	Does the purpose specify the intended use of the software?			
18	Does the purpose state what portion of the life cycle is covered by the plan?			
REFERENCE DOCUMENTS				
19	Does the plan contain applicable references?			
20	Are versions and dates provided for each reference document?			
MANAGEMENT				
21	Does the plan contain a section outlining the management structure for the project?			
22	Is the Software Assurance (SA) organizational structure described with the appropriate roles and responsibilities?			
23	Does the plan or organization QMS identify an independent reporting structure for Software Quality (SQ) personnel or personnel performing SQ activities?			
24	Does the plan identify the escalation path for noncompliances?			
25	Are specific software assurance tasks outlined with the appropriate entry and exit criteria?			
26	Do the SA tasks address Software Quality, Software Safety, Software Reliability, V&V, and IV&V?			
27	Are resource estimates provided for those costs to be expended on SQ?			

Software Quality Assurance Plan (SQAP) Assessment Checklist

		Y, N, NA	F, O	Comments
DOCUMENTATION				
28	Does the plan detail the documentation governing the development, verification, validation, use and maintenance of the software produced?			
29	Is there a set of required documents listed and described? (e.g., Software Requirements Specification, V&V Plan, Software Configuration Management Plan, and User's Document)?			
30	Does this plan list which documents are to be assessed by SQ?			
STANDARDS, PRACTICES (PROCEDURES), QUALITY REQUIREMENTS, AND METRICS				
31	Are standards, practices, and quality requirements that Software Assurance /Software Quality use identified (e.g., IEEE, CMMI, NASA Policy/Procedures, and ISO)?			
32	Does this plan describe how process and product conformance shall be monitored and assured (e.g., tracked, reported, and trended)?			
33	Are software assurance and software quality metrics described?			
SOFTWARE REVIEWS				
34	Does the plan outline the software reviews that are to be conducted (e.g., SRR, PDR, and CDR)?			
35	Is there a schedule of reviews?			
36	Does the plan describe SQ's role at reviews?			
37	Does the plan state what is required of SQ after the review (e.g., RFA follow-up, closure status)?			
TEST				
38	Does the plan identify and describe SQ's role in software verification?			
39	Does the plan identify and describe SQ's role in software validation?			

Software Quality Assurance Plan (SQAP) Assessment Checklist

		Y, N, NA	F, O	Comments
PROBLEM REPORTING AND CORRECTIVE ACTION				
40	Does the plan describe the practices and procedures for SA/SQ reporting, tracking, and problem resolution?			
41	Is a corrective action process addressed?			
TOOLS, TECHNIQUES, AND METHODOLOGIES				
42	Does the plan discuss which tools and techniques shall be used to support software assurance activities (e.g., checklists, plan and report templates, tracking databases)?			
MEDIA CONTROL				
43	Is the delivery media for software assurance products identified (e.g., soft/hardcopy, CD, diskette)?			
44	Is the media documentation identified?			
45	Are methods for protecting the media discussed (i.e., backup and recovery)?			
SUPPLIER CONTROL				
46	Does the plan discuss how insight/oversight will be accomplished to ensure supplier control to customer requirements (e.g., SQ site visits, inspections, assessments/audits, monthly status reports)?			
RECORDS – COLLECTION, MAINTENANCE, AND RETENTION				
47	Does the plan outline the software assurance documentation to be retained?			
48	Does the plan specify how the documentation will be gathered, filed, protected, reported on, and maintained?			
49	Are retention periods specified?			
TRAINING				
50	Are training needs identified for software assurance personnel?			

Software Quality Assurance Plan (SQAP) Assessment Checklist

		Y, N, NA	F, O	Comments
51	Is there a plan to ensure that all personnel receive the necessary training (e.g., training logs)?			
RISK MANAGEMENT				
52	Does the document describe SA/SQ's role in Risk Management?			
GLOSSARY				
53	Is there a glossary?			
54	Does the glossary include special terms unique to the plan?			
CHANGE PROCEDURES AND HISTORY				
55	Is there a method in place to modify the software quality assurance plan?			
INFORMATION - CONCISE, COMPLETE, AND CONSISTENT				
56	Is the document concise and unambiguous?			
57	Do passages in the document contradict one another?			
REFERENCE ITEMS/DOCUMENTS				
<i>Reference 300-PG-7120.2. Mission Assurance Guidelines (MAG) for Tailoring to the Needs of GSFC Projects, DID 5-1: Software Assurance Plan</i>				
<i>Reference IEEE STD 730-2002 for the recommended Software Quality Assurance Plan Template</i>				

Software Quality Assurance Plan (SQAP) Assessment Checklist

Date(s) of Assessment: _____ Project: _____

Assessor(s): _____ Document Examined: _____

COMMENTS PAGE ____ **of** ____

[illegible]